


24 OCT 1975

OTR Staff Meeting
Thursday, 30 October 1975, 1400 Hours

AGENDA

1. OTR Position Descriptions


Position Management and
Compensation Division,
Office of Personnel

STATINTL

2. Minutes of the 2 October 1975 Meeting
3. Local Travel Expenses of OTR Staff Personnel and Students
4. Use of Overtime in OTR Components

ADMINISTRATIVE - INTERNAL USE ONLY

84 OCT 1975

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the 2 October 1975 OTR Staff Meeting

1. The OTR Staff Meeting of 2 October 1975 convened at 1400 hours and concluded at 1520 hours.

2. The discussion of the Minutes of the 18 September 1975 Staff Meeting centered around the following points:

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a. Item 5a. [redacted] reported that his survey of [redacted] capability to handle more courses had come up in the pouch this date. He noted that the report was not optimistic, particularly on the support side. The DDTR will read it and determine whether to forward it to the Curriculum Committee.

b. Item 5b. Chief, PRS, reported that the group assigned to work on the proposed OTR newsletter had met earlier in the day. The Secretary, who had been appointed temporary Chairman of the group, outlined the discussion. Initially, contributions will be accepted up to the Secret level. Each member of the group will solicit articles from their Unit. The group will meet again on 23 October to go over the contributions. The projected schedule is to try to have this initial newsletter published before the end of the year. Chief, PRS, noted that a draft will be forwarded to the DTR for approval prior to publication. The DDTR suggested that each item be classified separately to facilitate publication of a version at a lower classification, if desirable.

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c. Item 5c. The DDTR urged the Unit Chiefs to use the classified bulletin board at Headquarters. He suggested that reminder notes about courses listed in the catalog but for which no Special Bulletins were put out might be put on the board. [redacted] suggested putting the Special Bulletins on the board since these notices do not always reach all the people they should.

d. The Minutes were approved.

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3. The DDTR opened the discussion of the Registry by noting that an earlier schedule for putting material in the Registry had been suspended, pending distribution of a new Records Control Schedule. He pointed out the range of options for a Registry--from a minimum of official records to complete files of all components. At a minimum, record copies of important communications should be in one place. Chief, FTD, stated that the Registry should not contain all OTR files and the members agreed. The DDTR suggested that correspondence coming from the outside, correspondence originating in OTR and important internal papers should be put there. He noted that O/DTR, CTP, PRS and II have already gone through their files and put official records in the Registry; he urged the other Units to do so. The members discussed the kinds of material which should not go in, such as course reports, student information and personnel information. The Minutes of Staff Meetings and Curriculum Committee Meetings should be in Registry. It will be up to the Unit Chiefs to decide, using the rule of reason, what other material will go in and insure that their senior subordinates know and understand that policy.

4. The DDTR suggested that the Units put material selected for Registry into subject folders so Unit personnel will be able to retrieve documents. In response to a question, [REDACTED] noted that the OTR Program Call is in the Registry and there is no need for individual Unit contributions to be put in. [REDACTED] questioned whether this would affect [REDACTED] STATINTL The DDTR expressed doubt that it would, but noted that the STATINTL interrelationship of the OTR and [REDACTED] Registries probably should be studied in more detail. Chief, FTD, suggested that someone from each of the three Units still to put material in the Registry should discuss with the Registry staffers the best way to conform to their needs. On the question of access to the files, the DDTR noted that a good Registry person should know who should have access to particular files. In view of the concern expressed, he suggested that some written guidance on this subject should be given to the Registry.

5. Chief, PRS, stated that the important point in all of this was to ensure that material does not get lost. The DDTR suggested that, at some future Staff Meeting, it would be worthwhile to have a Registry person come in and explain

procedures and any problems encountered. Chief, TSS, stated that papers on which action was occurring should not go to Registry until the action was completed. Chief, PRS, questioned whether a copy of each action paper could be filed by Registry upon receipt. The DDTR suggested that this procedure be explored. The Secretary was asked to set up a schedule for FTD, LLC, and TSS to put material in the Registry. (Action: Secretary, FTD, LLC and TSS.)

6. Chief, PRS, started the discussion of soft files by distributing a suggested list of materials to be maintained in the soft personnel files. He recalled that some time ago the Unit Chiefs had gone through the soft files of the people in their Units and paper-clipped items to be removed. By now most of the paper clips have fallen off. Chief, FTD, noted that the list designated only the latest three Fitness Reports for retention. The DDTR stated that the Career Board uses the soft files in their deliberations and therefore should have all Fitness Reports available. Chief, PRS, suggested that a schedule be set up over a period of six months for the Unit Chiefs to go through these files. The Unit Chiefs will receive a list of their personnel and should notify PB/TR when their review is completed. [REDACTED] stated that the files could be reorganized at the same time. Chief, PRS, suggested that [REDACTED] organize a program for accomplishing this. It was noted that these files include [REDACTED] personnel. [REDACTED] will send his Personnel Officer up to review these. (Action: [REDACTED] and [REDACTED])

7. The DDTR noted that there is no biographic profile in the files of contract personnel. This makes it very difficult to rank them. He suggested that an effort be made to obtain these and put them in the files. He emphasized that the program of reviewing files should move ahead.

8. Chief, CTP, noted that rejected applicant files in his Unit are also on microfilm. This would appear to represent a duplicate set of files, one of which could be destroyed. He also discussed the problem of interview reports, based on access to the files via the Privacy Act. He proposed a revised procedure for handling certain of these papers. Chief, PRS, suggested that each Unit Chief whose files are listed in the Federal Register check with the Secretary about any problem areas. The Secretary was requested to consult with the Chiefs of Units where problems already exist. [REDACTED] raised the problem of student evaluations in files and [REDACTED] The Secretary was requested to explore this problem [REDACTED] (Action: Secretary.)

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9. [REDACTED] reported that since the time the discussion of the PMCD evaluation was put on the Agenda the start of the evaluation had been moved back to early 1976. A representative of PMCD will visit [REDACTED] on 7 October to discuss procedures for the evaluation of Public Works. [REDACTED] STATINTL stated that the LOI, Position Description and Fitness Report will be the most significant documents for this evaluation. The LOI's must be up-to-date and Unit Chiefs now have 90 days to ensure they are current. On approximately 1 November the Unit Chiefs will be briefed by PMCD on procedures. [REDACTED] will distribute a form to be filled out for the Position Descriptions. This form is not the Description itself but merely provides the basis for the Office of Personnel to prepare the Description. The DDTR stated his feeling that the forms should be distributed as soon as possible. He also recalled that a job audit of OTR was done a couple of years ago. [REDACTED] reported that the forthcoming evaluation is based on a DCI objective that all positions will be audited. The members then clarified responsibilities for the preparation of LOI's. A discussion of the PMCD evaluation will be placed on the Agenda of a November Staff Meeting. (Action: [REDACTED]) STATINTL

10. Chief, PRS, asked the group to discuss implementation of the recruitment plan. Chief, CTP, stated that his requirements have been forwarded to the recruiters and that they were also briefed during the Recruiters' Conference. The DDTR recalled that Units had been asked by a DTR memo to identify potential MT careerists. He asked the Unit Chiefs to identify potential careerists to Chief, PRS, in the next two weeks. Chief, FTD, suggested that a list of rotatees year by year would be useful in this effort. Other possible sources discussed were guest lecturers in OTR courses, former Midcareerists, summer interns, and Career Trainees. (Action: Unit Chiefs.)

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[REDACTED]
Secretary